

**Community Access Billable Activities** - Direct service staff spend time assisting individuals to participate in activities that promote individualized skill development, independent living and community integration. Activities must provide individuals with opportunities to develop personal relationships with others in their local communities and to learn, practice and apply life skills that promote greater independence and community inclusion.

### **Intake**

- Meeting with individual, family and/or other support persons
- Provide service overview and review service requirements/expectations
- Complete initial paperwork including intake assessment
- Collect individuals history/information/records from other sources

### **Discovery**

- Identifying people and places within the local community where an individual's interest, culture, talent, and gifts can be contributed and shared with others with similar interests
- Identify skills, interests and potential for community contribution
- Conduct an assessment /skills inventory
- Sample various community service sites and activities in line with Community Access goals
- Spot potential obstacles to participation and probable remedies
- Identify community organizations and activities compatible with interests/contributions
- Develop community access plan including
  - Goals
  - Methods/Strategies
  - Timelines

### **Community Participation, Skill Development & Coordination**

- Developing a balance of supports to promote independence, personal growth and/or engagement in the following areas:
  - Socialization
  - Education
  - Recreation
  - Personal Development
- Examples of supports that may be provided:
  - Assistance obtaining membership in desired community organizations
  - Assisting clients to participate in and contribute to community organizations not organized to serve individuals with disabilities
  - Training and support for volunteer work, or other community activities
  - Support to build and strengthen relationships with individuals in the local community who are not paid to be with the person
  - Developing natural supports

### **Other Support Hours**

- Direct service staff time when record keeping:
  - Contact notes/logs
  - Progress reports
  - Incident reports
  - Satisfaction surveys
  - Maintain files/records
- Attend annual ISP meetings
- Direct service staff time when traveling to a client activity is included